

**DOE Quality Council**  
**Conference Call Minutes**  
**October 15, 2009**

**1. Roll Call:**

<b>Name</b>	<b>ORG</b>	<b>On Call</b>	<b>Participating in Face-to- Face Meeting</b>
<b>Members</b>			
Colette Broussard	HS-20		√
Gary Staffo	EE		
Kriss Grisham	EM		
Rick DuBose	FE	√	√
Timothy Fox	HS-1.2	√	√
Duli Agarwal	HS-20	√	√
Vijendra Kothari	LM		
Joy Mroz	LM		
Laurie Morman	MA		
Sam Johnson	NA		
Tom Williams	NA	√	√
Thanhtran Van Ober	NA	√	√
Carl Sykes	NE	√	Maybe
Lam Xuan for Michael Ulshafer	RW	√	
Matt Cole	SC	√	√
Caroline Polanish	BSO	√	√
Ava Holland	CBFO		
Robert L Blyth	ID	√	√
Anita B. Leivo	LASO	√	√
Pat Carier	ORP	√	√
Steve Chalk for Al Hawkins	RL	√	√
William Rowland	SRO	√	√
John Adachi	SC-CH	√	√
Mary Haughey	HS-23	√	√

**2. Approval of September 17, 2009 Minutes:**

No comments/corrections were received on the September 17, 2009 minutes; therefore, the minutes were approved.

### 3. Quality Share:

Bob Blyth shared a best practice for QA document entitled “Laboratory-wide Procedure, Applying Quality Assurance Requirements to Research and Development Activities” prepared by INL. This document presents a graded approach to applying QA to R&D activities. It was discussed that this document is similar to one that NNSA uses. PNNL has an on-line system that removes the QA terminology and is another example of applying QA in a graded approach for research activities. The PNNL point-of-contact is Jim Smith (509-371-7626, [james.smith@pnl.gov](mailto:james.smith@pnl.gov)). A more flexible approach to quality systems for research and development will be discussed by Mark Vance from ORNL will be presented during the December Quality Council conference call.

### 4. Council Member Participation:

A Harvard Business Review article titled “*Communities of Practice, the Organizational Frontier*”, January – February 2000) indicated that one metric to measure success in communities of practice, such as the Quality Council is participation. After reviewing the attendance for the past 13 Quality Council meetings, participation has been overall good with the exception of a couple of offices. If you have ideas on how to improve participation, send them to Colette Broussard and Bob Blyth.

### 5. Annual Quality Council Face-to-Face Meeting

The Annual Face-to-Face meeting is November 3-5, 2009 in Germantown, MD. Accommodation information has been provided. Part of this meeting will be dedicated to approving TPDs and continuing work on them; brainstorming new topics for TPDs; preparing the year-end report; reporting on the status of DOE O 414.1X; presentation on Commercial Grade Dedication (CGD) by Eric Rozek (DNFSB staff); presentations from various DOE organizations on their QA program progress and initiatives; and piloting the draft HQ QA training.

It was noted that the timing of the Annual Quality Council Face-to-Face meeting was being held at the same time as the EFCOG meeting in Las Vegas. This meeting overlap presented a problem for several Quality Council members. Sam Johnson and Pat Carier will be attending the EFCOG meeting. Norm Barker suggested that next year the two meetings be held back to back at the same location.

It was suggested that this year, because of the meeting overlap, that people participating in both meetings set aside 2 hours to hold a conference call between the two groups to discuss items of interest. Mary Haughey offered to be the POC to set up the call once a time frame was established.

**ACTION:** Send Colette Broussard items for the agenda. If you are interested in presenting a summary of what QA activities your site or Program Office is doing, email Colette so time can be allotted to you on the agenda.

**ACTION:** Colette Broussard will send an email with an invitation for participation in the annual face-to-face meeting (November 3-5, 2009) with the final draft agenda attached.

## **6. Task Planning Documents (TPD) Status:**

- A. Survey on Quality Assurance Implementation TPD – The Survey was sent out October 1, 2009. The Survey was sent to the Deputy Secretary for approval. He had questions about the purpose of the Survey. All questions have been addressed by HS-23. The adjusted due date for responses is November 30, 2009. The TPD needs to be updated to reflect the new dates. New TPD dates: 1) Finalized – June; 2) Sent - - October; 3) Responded – November; 4) Revise follow-up responses (get survey from those that did not submit)—December/January; 5) Report – April. The Committee has no objections to the revised TPD. The revised dates to the TPD were approved. Note: The IDQTF document did not go with the survey.
- B. DOE QA Order Requirement Training TPD – The team developed an outline for the draft HQ QA training. The team met on September 18, 2009 to discuss the outline and to develop an initial draft of the slides for the training. Mary Haughey discussed the value of conducting training that is tailored to the audience wherever possible (e.g., staff versus Field office (PSO); nuclear versus non-nuclear; high level management versus workers). The presentation will need to be revised once DOE O 414.1X comes out.

EM's training is very specific for EM. In the EM training there is information on how to interpret NQA-1. The Council also discussed using the EM training for a more detailed training on the application of NQA-1; this training may be appropriate for the nuclear versus non-nuclear discussions.

Dates need to be reviewed by Team to adjust if needed.

- C. Quality Assurance Incorporation with Integrated Safety Management TPD – The TPD has not been approved yet. The draft template was presented at the ISM Champions meeting and was well received. Rick DuBose has offered to assume the lead for this TPD. A new TPD will be prepared for Council approval. Norm Barker invited Rick to use the EFCOG ISM/QA group as a resource. Rick DuBose will review the EFCOG information and contact Norm Barker at (484) 269-4116.
- D. Application of NQA-1 Part II TPD – Anita Leivo completed the actions except the team comprehensive analysis. The NNSA report has been completed and is with Sam Johnson for review. The report provides several recommendations that need to be evaluated. Now that the report has been completed, Sam Johnson will work with the team to finalize the TPD and submit it for approval.

Much of the data used to support the effort is NNSA specific. Norm Barker indicated that the NQA-1 Part II applicability paper was a major effort for EFCOG. Norm also indicated that ASME is currently updating Part II and the result will be very specific and reference specific codes to apply. Consequently, Norm feels that applicability may need to be determined on a site-

specific basis.

## **7. DOE O 414.X Status:**

A matrix of the integration language for the Phase 2 Directives has been developed and sent out to the 414 team for comment. The DOE O 414.1X has been revised and 95% of accepted comments are folded into the draft. The matrix maps the QA criteria to the ISM core functions and guiding principles. The oversight Order is still in draft form so the crosswalk to the requirements in the oversight Order still needs to be completed. The ISM and oversight Orders are currently on hold. It is now expected that the RevCom review of the QA Order will occur no earlier than the end of November.

The requirements database is expected to be updated the week of October 20, 2009. Colette Broussard needs feedback from every Council member on the integration matrix in the proposed language—even if it is simple statement that the language is acceptable. Deliverables needed for the Red Team review include, but are not limited to (a) the updated database; (b) the clean draft for the Red Team review; and (c) redline/strikeout version showing all of the changes to DOE Order 414.1C. Colette anticipates Red Team review available by mid-November. Following the Red Team review the document will go to the Directives Review Board (DRB), then to RevCom. Issuance could possibly be June 2010.

**ACTION:** Debbie Rosano, PEC sent the DOE O 414.1X integration matrix to all Council members for review. All feedback should be sent directly to Colette Broussard.

## **8. Member Input or Agenda Items:**

Tom Williams reported that the Type A accident Report for Livermore will be posted next week to the HSS web site.

San Horton (DNFSB staff) joined the call late and reported that HS-23 had a positive meeting with the DNFSB on the subject of safety software QA and that DOE is preparing a letter to the DNFSB to close Recommendation 2002-1.

The call ran until 12:30 and a number of folks dropped off before the call ended. Bob Blyth asked for suggestions to keep the call shorter. Suggestions mentioned were:

1. Replace the role call with an email notification.
2. Use Net Meeting or Web X which will record participation.
3. Include a Round Robin discussion to share lessons learned. Provide a quick status report of the TPD work, and not discuss them in detail.

If anyone has any agenda items or quality share they would like included for the next meeting, they should email them to Colette Broussard.

## **9. Next Conference Call:**

The next Quality Council conference call will be December 17, 2009 from 11:00 am – 12:00 pm Eastern Time. A conference call number and agenda will be distributed at least one week prior to the meeting.